



**Nassau County School Board
Food & Nutrition Services
2020-21 IN-SERVICE AGENDA**

OCTOBER 26th, 2020

Time- to be determined by manager

1. Review new Absence Manager system – Employee Quick Start Guide
2. Review Sanitech mixing video (3:28 min): [Sanitech Mixing Video.mp4](#)
3. **Food Safety/Storage review** – watch video link below

[Food safety from Beginning to End: Follow the Flow of Food](#) – 1 hour

Handout attached [here](#) - also located in FNS Manager SharePoint Training Library in ICN folder.

- o You may have to register with your email through ICN to access the video. It is of course free and a very quick process!

4. **Inventory/Receiving/FIFO training** - 1 hour

Review [Food Labels and Storage](#) presentation

- o Discuss together as a team ways you can organize your specific spaces to make receiving easier. If everyone is on the same page with the plan – then when groceries get delivered OR when someone pulls items from inventory for daily use, everyone works together to keep items organized. It takes a TEAM to keep this together! Designate each person the champion over each area – someone who will take ownership and ensure everyone is keeping that area organized daily. Hold each other accountable.

Re-read [Product Issues & Rejection Policy](#) in FNS Manual under Kitchen section

Watch T&T videos on FIFO/Storage & Expiration dates (7 total)

- o [Storage 101](#) – 1:26 min
- o [Receiving US Foods – checking dates](#) – 1:23 min
 - Key items to look out for: **yogurt, sour cream, ranch, cottage cheese, chips**
- o [Receiving Produce](#) – 3:14 min
- o [Yogurt Expiration Dates](#) – 0.48 min
 - Best practice is once the case is thawed in cooler – write the expiration date on the case – 21 days from thaw. [Yogurt dating on box](#) – 0.49 min
- o [Expiration Dates](#) – 2:31 min
- o [Counting Inventory & Partial Cases](#) - 2:17 min

5. Organize/clean up storeroom, cooler, & freezer

- o Check EVERY case in EVERY storage location – food and non-food. There are cases spread out and multiple cases open that need to be combined in order to get an accurate inventory. There should be only 1 partial case of ANY item left after you are completed.
- o Combine all same items into the same area – combine partial cases BEFORE completing inventory.
- o If you have 1 or a few bags left of something – add the date on the bags and then put them on top of another full case of that item to save space.
- o Avoid using carts for storage. Carts need to be reserved for organizing items for meal service that day or the next day. Items do not need to be on carts a week in advance.
- o Cut off all box tops on open cases in storeroom to assist in counting and identifying items.
- o Move all non-menus items to one area in freezer – then have your manager schedule a time with Trevor to review how to use them or where they can be moved to use.

6. Assist manager in completing inventory

- o Partial cases need to be counted and included in inventory. For chips, condiments, etc they can be an estimated $\frac{1}{4}$, $\frac{1}{2}$ or $\frac{3}{4}$ of a case. Non-food items need to be counted in sleeves if that unit is listed under alternate quantity.

